ENCOMPASS

Workshop: Asset Management

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Start Exercise

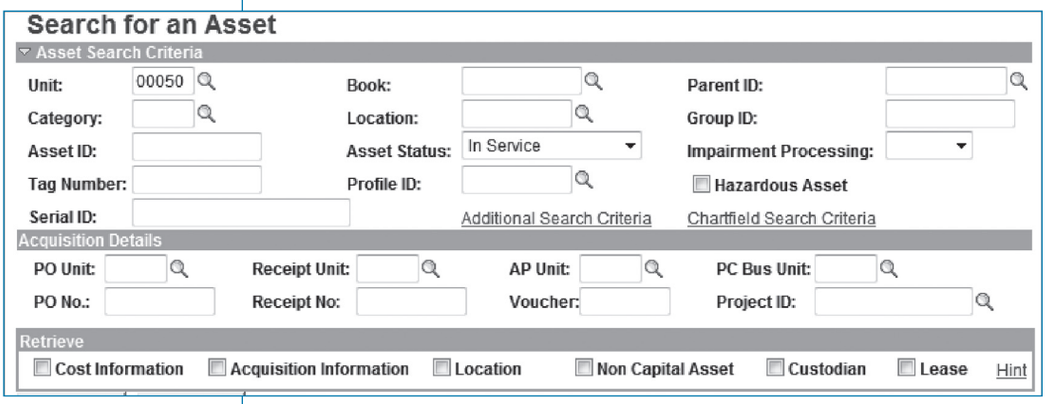
Exercise 1:
Asset Management – Search for an Asset

Step 1.

Navigate to the following menu path:

Asset Management >> Search for an Asset

Expected Results: **Search for an Asset** page displays.



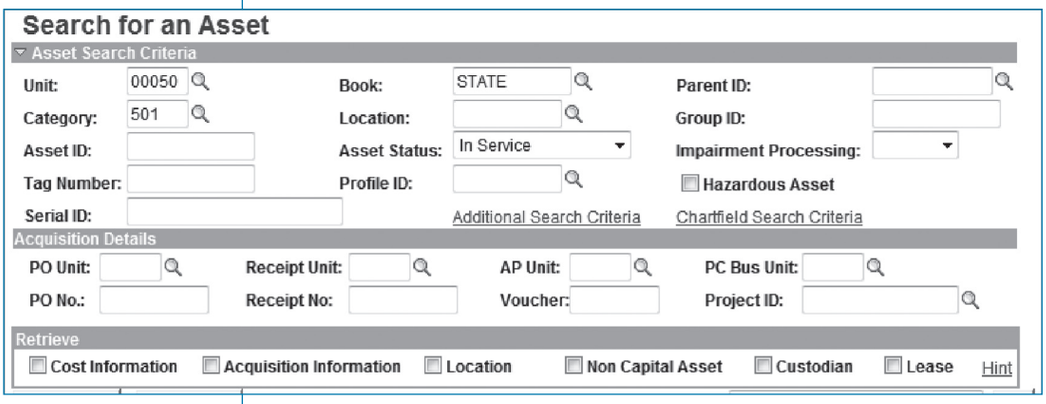
AMSC01

Step 2.

Enter or Select the following information:

Business Unit: **00050**
Book: **STATE**
Category: **501**

Expected Results: Correct data entry.



AMSC02

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Step 3.

Click Search .

Expected Results: Search for an Asset results page displays.

Search Results - Select One Asset to Continue — Customize | Find | View All | First 1-10 of 10 Last

Asset Information | Asset Cost Information | Acquisition Details | Owner/Custodian | Work Maintenance | More...

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
00050	000000000303	Office Equipment	Equipment		050009		In Service
00050	000000000317	MOWER	Equipment				In Service
00050	000000000318	GRADER	Equipment		JEN12345		In Service
00050	000000000319	SPEEDMETER	Equipment				In Service
00050	000000000320	Binding Machine	Equipment		JEN12345		In Service
00050	000000000346	TELEPHONE	Facility				In Service
00050	000000000351	PAINTING EQUIPMENT	Equipment		AOS111		In Service
00050	000000000352	PRINTING EQUIPMENT	Equipment		AOS112		In Service
00050	000000000356	Printing Equipment	Equipment		050AOS999		In Service
00050	000000000357	printing equipment	Equipment		050AOS990		In Service

AMSC03

Step 4.

Click to display all fields.

Expected Results: Fields displayed.

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Pr
00050	000000000303	Office Equipment	Equipment		050009		In Service		10020	000TND	10000	F674	2008	
00050	000000000317	MOWER	Equipment				In Service		10050	007001	12000		2008	
00050	000000000318	GRADER	Equipment		JEN12345		In Service		10050	007002	12000		2008	
00050	000000000319	SPEEDMETER	Equipment				In Service		10050	007003	12000		2008	
00050	000000000320	Binding Machine	Equipment		JEN12345		In Service		10210	007001	11000		2008	
00050	000000000346	TELEPHONE	Facility				In Service							
00050	000000000351	PAINTING EQUIPMENT	Equipment		AOS111		In Service		10020	000TND	10000		2008	
00050	000000000352	PRINTING EQUIPMENT	Equipment		AOS112		In Service		10020	000TND	10000		2008	
00050	000000000356	Printing Equipment	Equipment		050AOS999		In Service							
00050	000000000357	printing equipment	Equipment		050AOS990		In Service							

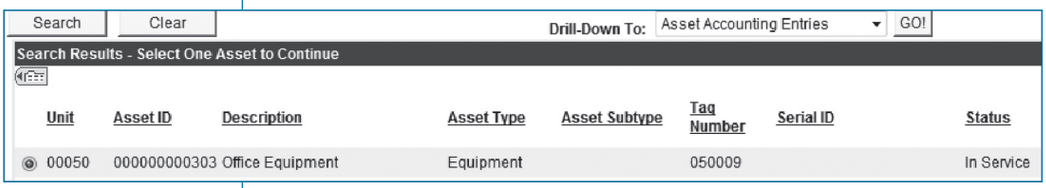
AMSC04

Step 5.

Choose Asset ID 000000000303 (9 zeros) by clicking on radio button.

In the **Drill-Down To** field, select **Asset Accounting Entries**.

Expected Results: Correct data entry.

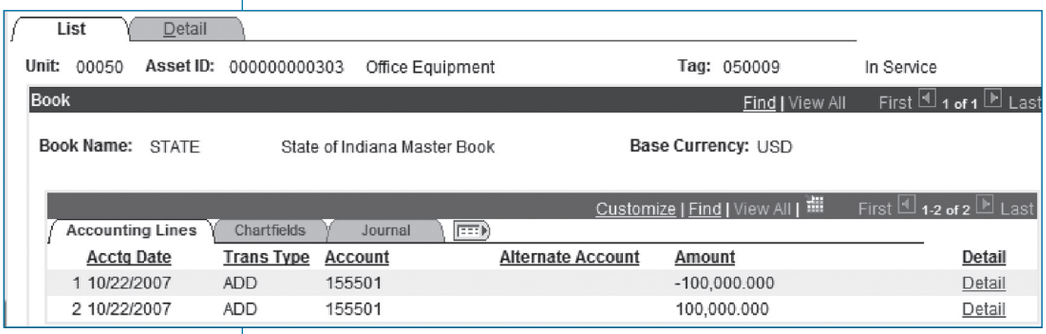


AMSC05

Step 6.

Click GO! .

Expected Results: Another window opens with the **Accounting Lines** page.



AMSC06

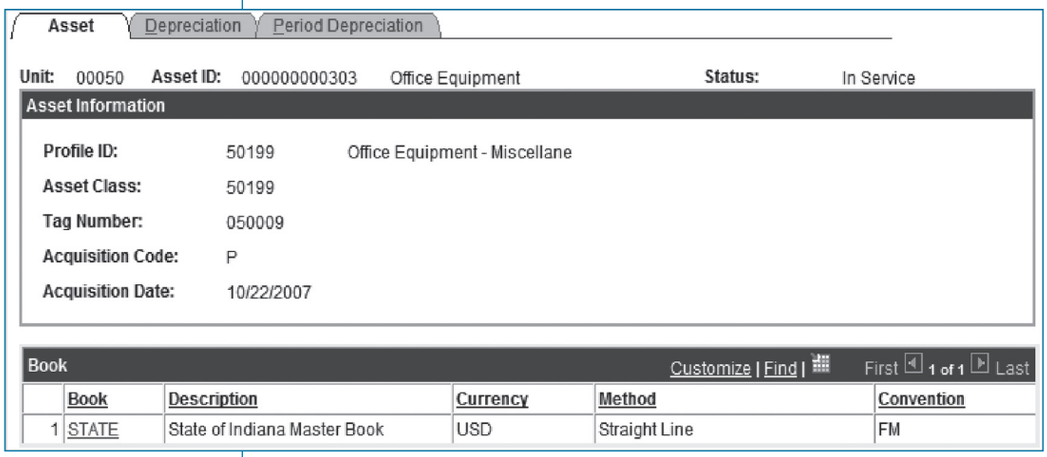
Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Step 7.

Close window.

In the **Drill-Down To** field, select **Asset Depreciation.**

Expected Results: Another window opens with the Asset Information page.

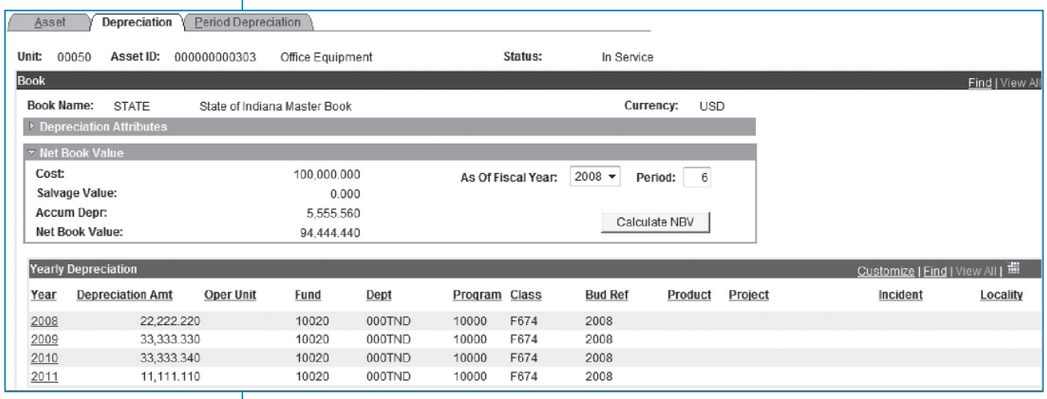


AMSC07

Step 8.

Click Depreciation.

Expected Results: **Depreciation** page displays.



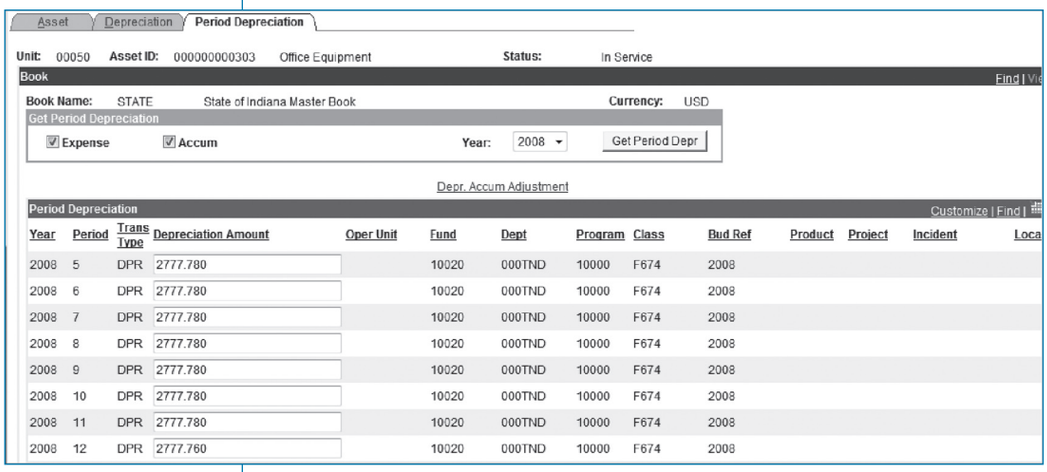
AMSC08

Step 9.

Close window.

Click Period Depreciation .

Expected Results: Period Depreciation page displays.



Year	Period	Trans Type	Depreciation Amount	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Incident	Loca
2008	5	DPR	2777.780		10020	000TND	10000	F674	2008				
2008	6	DPR	2777.780		10020	000TND	10000	F674	2008				
2008	7	DPR	2777.780		10020	000TND	10000	F674	2008				
2008	8	DPR	2777.780		10020	000TND	10000	F674	2008				
2008	9	DPR	2777.780		10020	000TND	10000	F674	2008				
2008	10	DPR	2777.780		10020	000TND	10000	F674	2008				
2008	11	DPR	2777.780		10020	000TND	10000	F674	2008				
2008	12	DPR	2777.760		10020	000TND	10000	F674	2008				

AMSC09

Step 10.

Close window.

Click on other drill downs to see other features of this inquiry.

Expected Results: Additional drill downs used.

Exercise complete.

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Exercise 2:
Asset Management – Depreciation Activity

Start Exercise

Step 1.

Navigate to the following menu path:

Asset Management >> Financial Reports >> Cost and Depreciation >> Depreciation Activity >> Add a New Value

Expected Results: **Add a New Value** page displays.

AMSC10

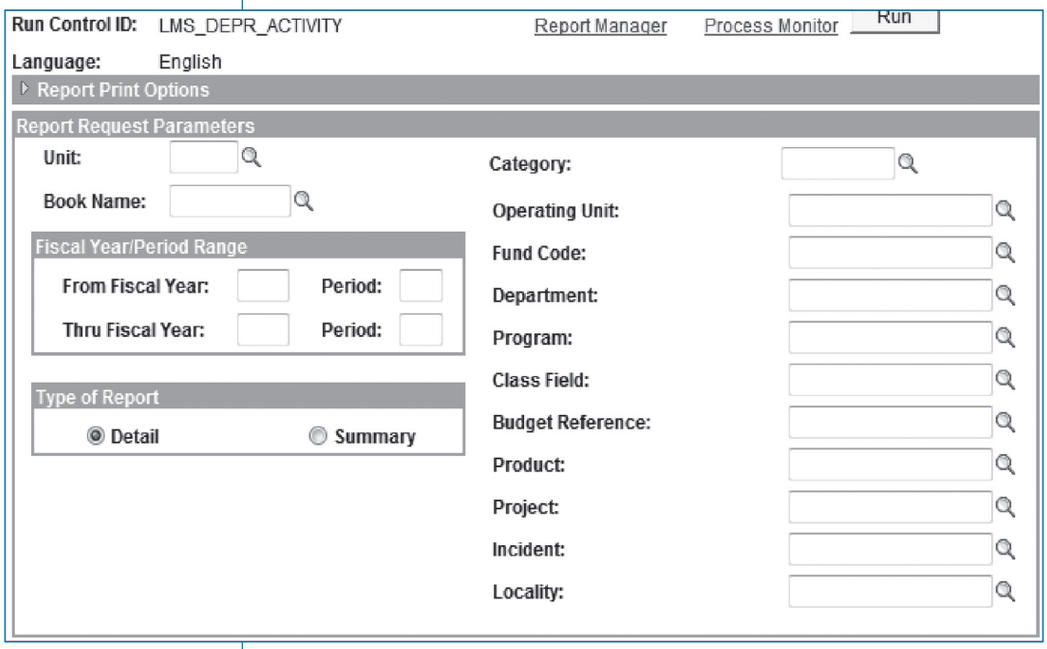
Step 2.

Enter the following information:

Inquiry Name: "Your initials"_DEPR_ACTIVITY (e.g. LMS_DEPR_ACTIVITY)

Click Add.

Expected Results: **Report Request** parameters page displays.

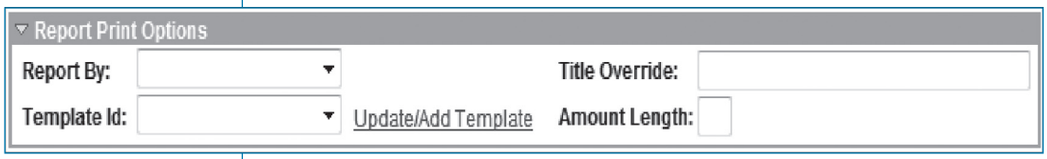


AMSC11

Step 3.

Click next to Report Print Options to open up that section of the document

Expected Results: **Report Print Options** section displays.



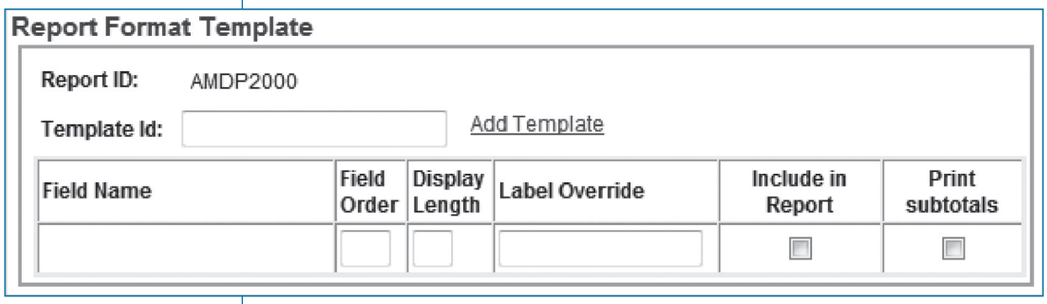
AMSC12

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Step 4.

Click Update/Add Template to add a new template which is a required field.

Expected Results: **Report Format Template** page displays.



AMSC13

Step 5.

Enter or Select the following information:

Template ID: **Depreciation**

Expected Results: Correct data entry.

Step 6.

Click Add Template to add the new template.

Expected Results: **Report Format Template** created.

Report Format Template

Report ID: AMDP2000

Template Id: DEPRECIATION Delete Template

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Operating Unit	3	8	Oper Uni	☑	☑
Fund Code	4	5	Fund	☑	☑
Department	5	10	Dept	☑	☑
Program	6	5	Progr	☑	☑
Class Field	7	5	Class	☑	☑
Budget Reference	8	8	Bud Ref	☑	☑
Product	9	6	Produc	☑	☑
Project	11	15	Project	☑	☑
Incident	19	10	Incident	☑	☑
Locality	20	10	Locality	☑	☑
Asset Category	99	5	Categ	☑	☑

AMSC14

Step 7.

Click OK.

Expected Results: **Report Request** parameter page displays.

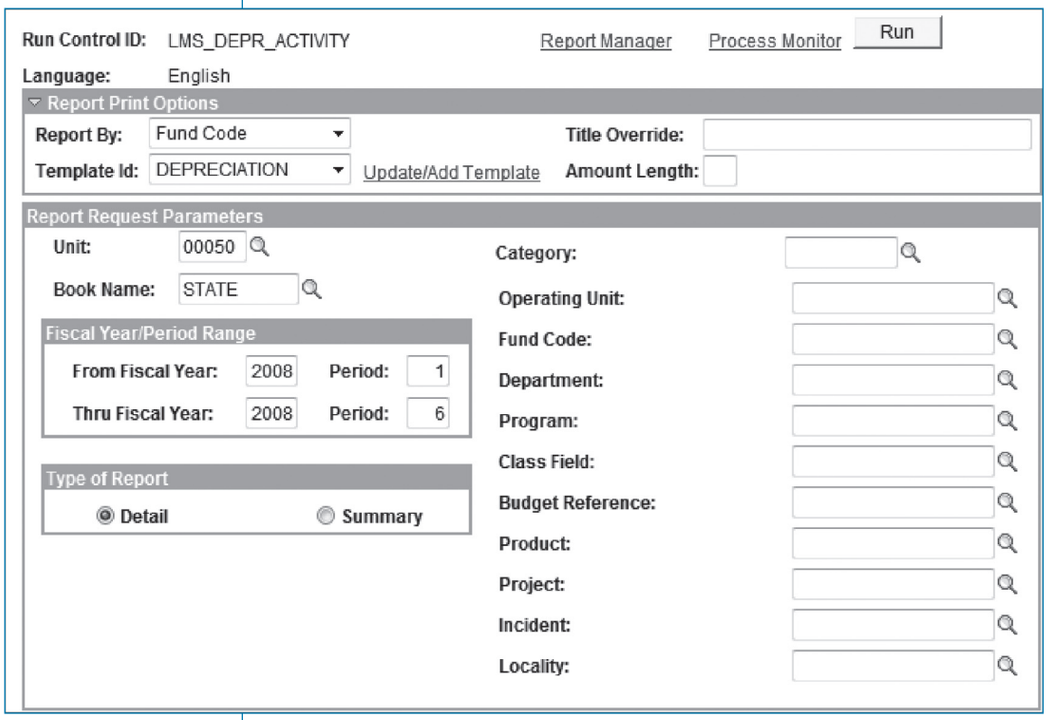
Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Step 8.

Enter or Select the following information:

Report By:	**Fund Code**
Unit:	**00050**
Book Name:	**State**
From Fiscal Year:	**2008**
Period:	**1**
Thru Fiscal Year:	**2008**
Period:	**6**

Expected Results: Correct data entry.

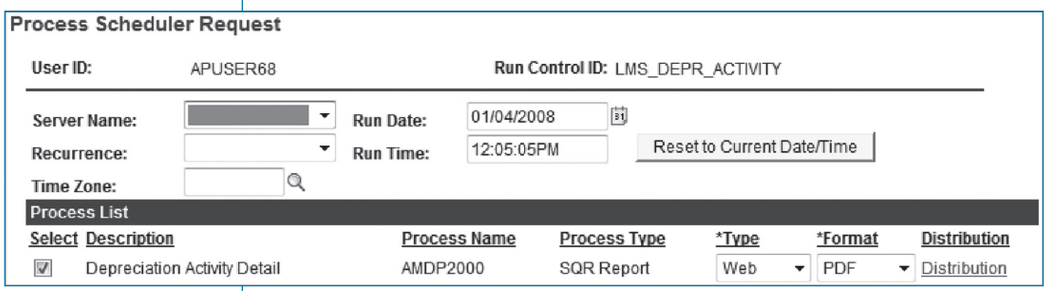


AMSC15

Step 9.

Click Run .

Expected Results: **Process Scheduler Request** page displays.



AMSC16

Step 10.

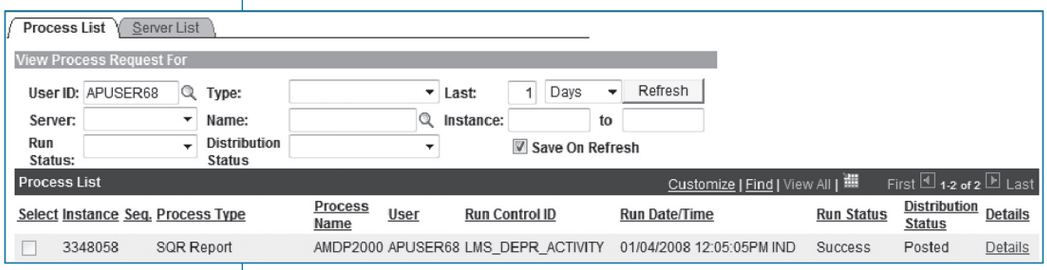
Click OK .

Expected Results: **Depreciation Activity Report** page displays.

Step 11.

Click Process Monitor to see process running.

Expected Results: **Process Monitor** page displays.



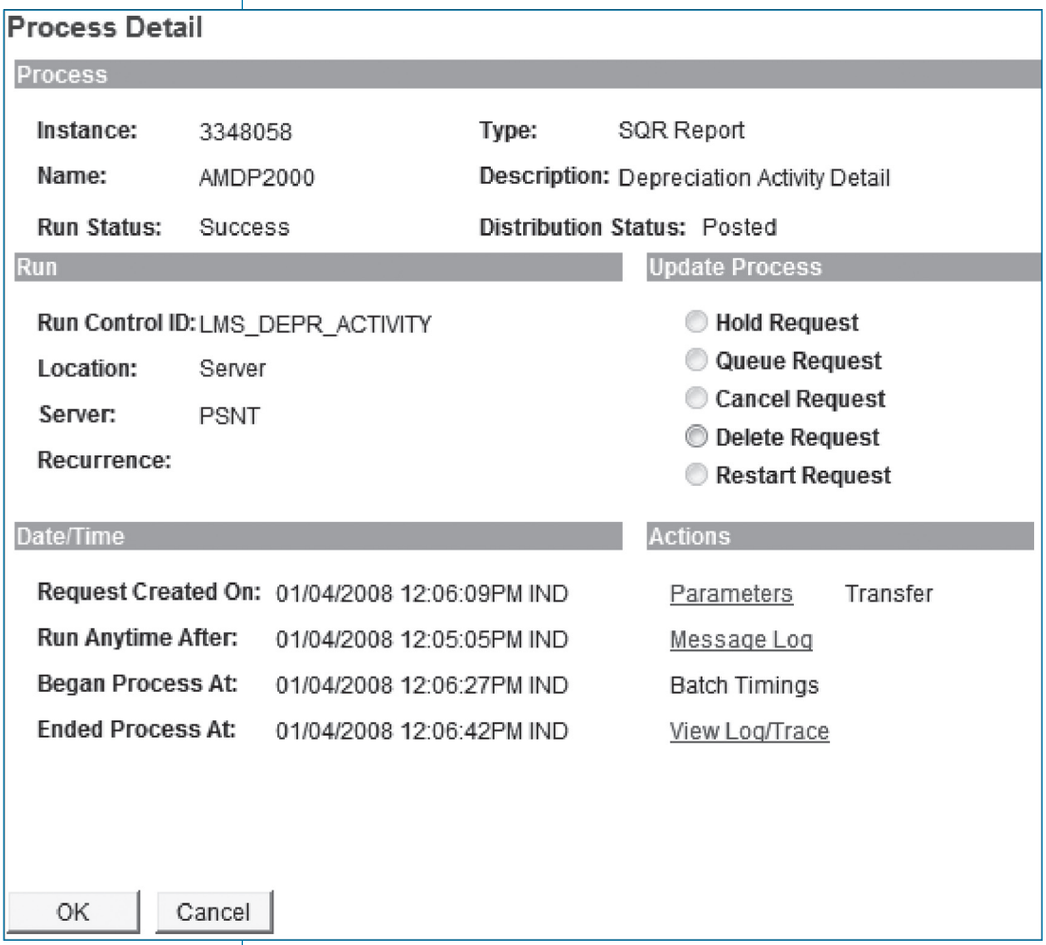
AMSC17

Step 12.

When **Run Status** is **Success** and **Distribution Status** is **Posted**, report can be viewed.

Click Details .

Expected Results: **Process Detail** page displays.

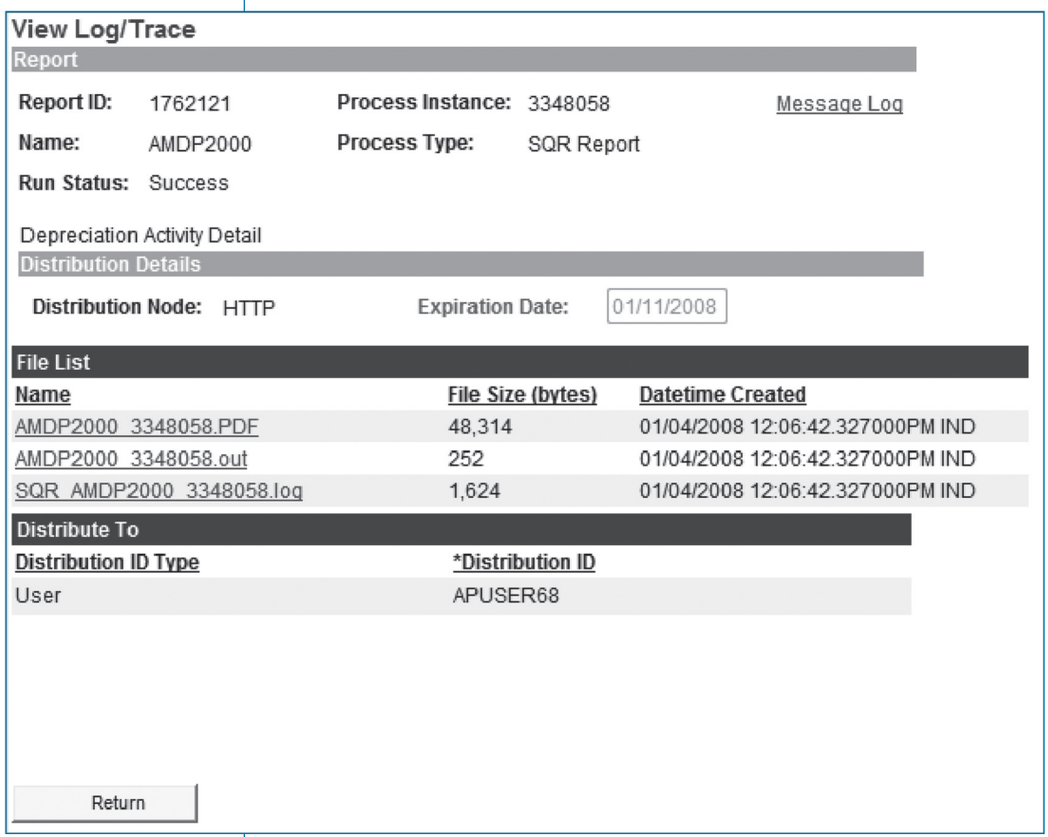


AMSC18

Step 13.

Click View Log/Trace .

Expected Results: **View Log/Trace** page displays.



AMSC19

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Step 14.

Find the .PDF file. (e.g. AMDP2000_3348058.PDF).

Click on the link and the report will open.

Expected Results: Depreciation Activity Report displays.

PeopleSoft AM
DEPRECIATION ACTIVITY DETAIL

Report ID: AMDP2000
Bus. Unit: 00060 -- Auditor of State
Book: STATE -- State of Indiana Master Book
Fund : --
From Year 2006 Period 1 Thru Year 2008 Period 6

Page No. 1
Run Date 01/04/2008
Run Time 11:54:12

Oper Unit / ASSET ID	Dept / Descrip	Progr / Type	Class	Bud Ref	Produc	Project	Incident	Locality	Categ	Beg Depr / Additions	Prior Depr / Transf	Recat / Retire	Depr / End Depr
									101	0.00	0.00	0.00	0.00
600060000200	Land									0.00	0.00	0.00	0.00
									101	0.00	0.00	0.00	0.00
600060000227	WELL	A								0.00	0.00	0.00	0.00
									101	0.00	0.00	0.00	0.00
600060000229	Testing Basic Add									0.00	0.00	0.00	0.00
									101	0.00	0.00	0.00	0.00
600060000230	Land for a New Categ									0.00	0.00	0.00	0.00
									101	0.00	0.00	0.00	0.00
600060000275	thing									0.00	0.00	0.00	0.00
									101	0.00	0.00	0.00	0.00
600060000277	ICON COPIER									0.00	0.00	0.00	0.00
									101	0.00	0.00	0.00	0.00
600060000316	Land									0.00	0.00	0.00	0.00
	Total for Categ	101								0.00	0.00	0.00	0.00
										0.00	0.00	0.00	0.00
									301	0.00	0.00	0.00	2.18
600060000315	TestF068									0.00	0.00	0.00	2.18
									301	0.00	0.00	0.00	2.18
600060000321	TEST F068									0.00	0.00	0.00	2.18
	Total for Categ	301								0.00	0.00	0.00	4.36
										0.00	0.00	0.00	4.36
									9101	0.00	0.00	0.00	0.00
600060000307	Cap Lease Land									0.00	0.00	0.00	0.00
	Total for Categ	9101								0.00	0.00	0.00	0.00
										0.00	0.00	0.00	0.00
									9301	0.00	0.00	0.00	252.58
600060000308	Cap Lease Building									0.00	0.00	0.00	252.58

AMSC20

Exercise complete.

16

Exercise 3:
Asset Details by Location Report

Navigation

Asset Management >> Financial Reports >> Asset Details >> By Location

Add a New Value

Run Control ID: **"Your initials"_ASSET_DET_LOCATION**

Asset Details Detailed Information

Unit:	**00050**
Book Name:	**State**
From Fiscal Year:	**2008**
Period:	**1**
Thru Fiscal Year:	**2008**
Period:	**1**

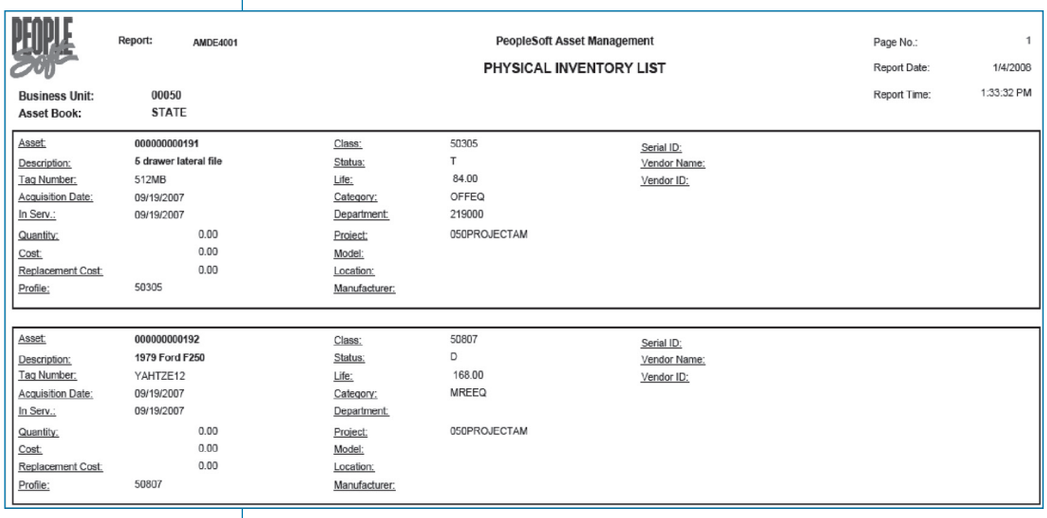
Report Selection:

Choose the Inventory Rpt (Detail Version) report by selecting the appropriate checkbox.

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Results

If your screen doesn't reflect the one below, please notify the instructor.



Report: AMDE4001 — PeopleSoft Asset Management — PHYSICAL INVENTORY LIST

Page No.: 1
Report Date: 1/4/2008
Report Time: 1:33:32 PM

Business Unit: 00050
Asset Book: STATE

Asset:	000000000191	Class:	50305	Serial ID:	
Description:	5 drawer lateral file	Status:	T	Vendor Name:	
Tag Number:	512MB	Life:	84.00	Vendor ID:	
Acquisition Date:	09/19/2007	Category:	OFFEQ		
In Serv.:	09/19/2007	Department:	219000		
Quantity:	0.00	Project:	050PROJECTAM		
Cost:	0.00	Model:			
Replacement Cost:	0.00	Location:			
Profile:	50305	Manufacturer:			

Asset:	000000000192	Class:	50807	Serial ID:	
Description:	1979 Ford F250	Status:	D	Vendor Name:	
Tag Number:	YAHTZE12	Life:	168.00	Vendor ID:	
Acquisition Date:	09/19/2007	Category:	MREEQ		
In Serv.:	09/19/2007	Department:			
Quantity:	0.00	Project:	050PROJECTAM		
Cost:	0.00	Model:			
Replacement Cost:	0.00	Location:			
Profile:	50807	Manufacturer:			

AMSC21

Start Exercise

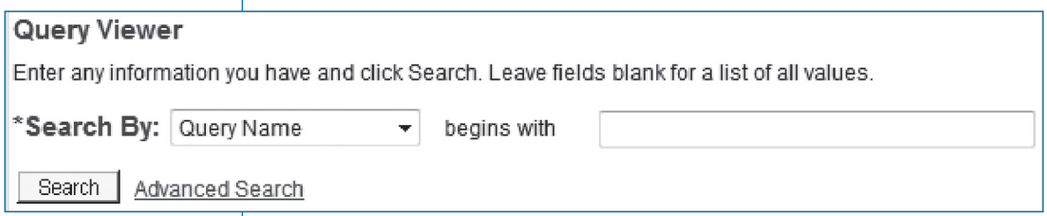
Exercise 4:
Asset Management – SOIAM006 Query

Step 1.

Navigate to the following menu path:

Reporting Tools >> Query >> Query Viewer

Expected Results: **Query Viewer** page displays.



AMSC22

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

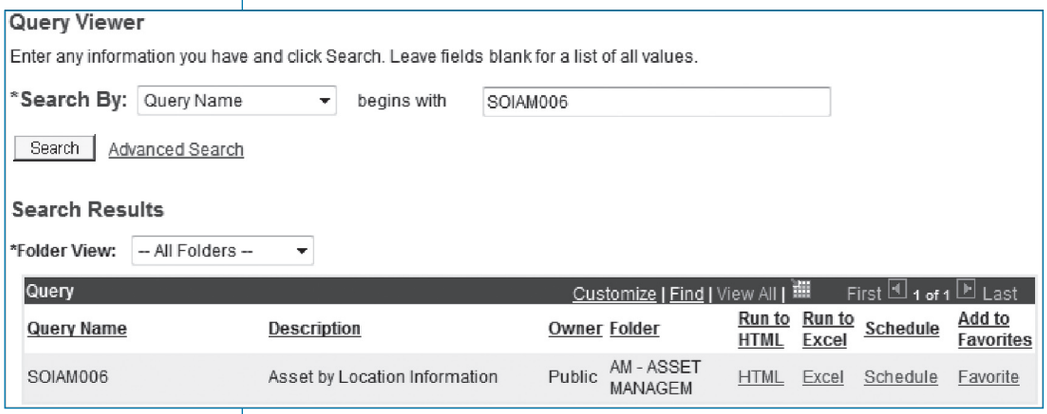
Step 2.

Enter the following information:

Query Name: **SOIAM006**

Click Add

Expected Results: **Query Search Results** page displays.

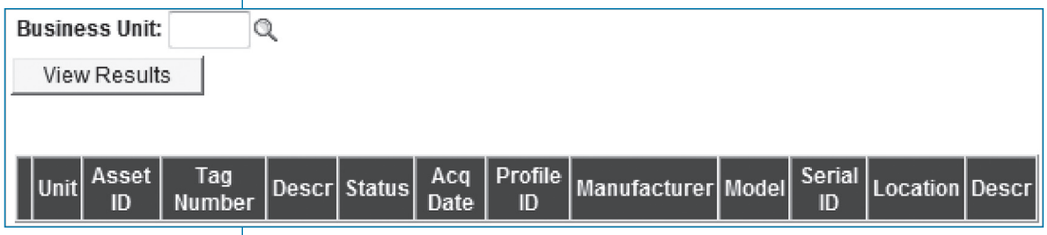


AMSC23

Step 3.

Click Excel next to the SOIAM006 query.

Expected Results: New window opens and Query parameters page displays.



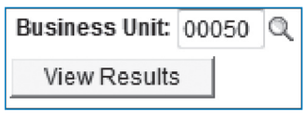
AMSC24

Step 4.

Enter or Select the following information:

Business Unit: **00050**

Expected Results: Correct data entry.



Step 5.

Click View Results .

Expected Results: Query displays.

	A	B	C	D	E	F	G
1	Asset	79					
2	Unit	Asset ID	Tag Number	Descr	Status	Acq Date	Profile ID
3	00050	000000000191	512MB	5 drawer lateral file	Transferred	9/19/2007	50305
4	00050	000000000256	AKTESTAM1	AK Test Purchase	In Service	10/11/2007	50199
5	00050	000000000357	050AOS990	printing equipment	In Service	10/29/2006	50112
6	00050	000000000196	0570JSW	TEST PURCHASE	Disposed	9/25/2007	50199
7	00050	000000000224	050AOS112	Land	In Service	10/9/2007	10101
8	00050	000000000225	050AOS113	Office Building	Transferred	10/9/2007	30101
9	00050	000000000301	050003	Righr of Way	In Service	10/22/2007	10102
10	00050	000000000207			In Service	10/3/2007	
11	00050	000000000281	510123456	Test	In Service	10/17/2007	10101
12	00050	000000000257	VIN12345678	FORD 150 TRUCK 4WD	In Service	10/12/2007	50501
13	00050	000000000227	0049GMIS1	WELL	In Service	10/9/2007	15101
14	00050	000000000347	12121	Fish Hatchery	Disposed	10/25/2007	30124
15	00050	000000000265	100010101	Building - Office	In Service	10/17/2007	30101
16	00050	000000000355	1212121	INDOT Recycling Center	In Service	10/29/2007	30101
17	00050	000000000359	3232232323	2007 Teachers Union Building	In Service	10/30/2007	30101
18	00050	000000000350	1212	Fish Hatchery	In Service	10/25/2007	30124
19	00050	000000000280	JPS11111	Building - Office	Disposed	10/17/2007	30101
20	00050	000000000192	YAHTZE12	1979 Ford F250	Disposed	9/19/2007	50807
21	00050	000000000316	677767	Land	In Service	10/22/2007	10101
22	00050	000000000348	12212	Fish Hatchery	In Service	10/25/2007	30124
23	00050	000000000349	1212112	Fish Hatchery	In Service	10/25/2007	30124
24	00050	000000000226	040SOS1	WELL	In Service	10/9/2007	15101
25	00050	000000000300	050002	Hospital	In Service	10/22/2007	30111
26	00050	000000000193	0570ZHH	Miscellaneous Office Equipment	Transferred	9/25/2007	50199
27	00050	000000000194	0570MEP	Miscellaneous Office Equipment	In Service	9/25/2007	50199
28	00050	000000000195	0570ZH	Test ZH Requisitin	Disposed	9/25/2007	50199
29	00050	000000000197	7835209650	Audio Visual equipment	In Service	9/26/2007	50199
30	00050	000000000198	7514077	1080p LCD HDTV	Disposed	9/26/2007	50199

AMSC26

Exercise complete.

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Exercise 5: AMAS1100___ASSET_CATEGORIES Query

Navigation

Reporting Tools >> Query >> Query Viewer

Query Parameters

SetID: **STIND**

Additional Instructions:

Click View Results to find results.

Results

If your screen doesn't reflect the one below, please notify the instructor.

	A	B	C	D	E	F	G
1	Asset Categories	92					
2	SetID	Description	Category	Description	Intangible	Status	Leased
3	STIND	State of Indiana	101	LAND	N	Non Depr	N
4	STIND	State of Indiana	151	Improvements to Land	N	Non Depr	N
5	STIND	State of Indiana	161	ANTIQUES AND INEXHAUSTIBLE COL	N	Non Depr	N
6	STIND	State of Indiana	301	Buildings	N	Depreciate	N
7	STIND	State of Indiana	351	Improvements to Buildings	N	Depreciate	N
8	STIND	State of Indiana	401	Structures Other than Building	N	Depreciate	N
9	STIND	State of Indiana	402	Docs and Dock Structures	N	Depreciate	N
10	STIND	State of Indiana	403	Harbors	N	Depreciate	N
11	STIND	State of Indiana	404	Harbor Improvements	N	Depreciate	N
12	STIND	State of Indiana	405	Harbor Mooring Cell	N	Depreciate	N
13	STIND	State of Indiana	406	Harbor Mooring cell Impts	N	Depreciate	N
14	STIND	State of Indiana	451	Improvements to Structures	N	Depreciate	N
15	STIND	State of Indiana	501	Office Equipment	N	Depreciate	N
16	STIND	State of Indiana	502	Household, Kitchen and Laundry	N	Depreciate	N
17	STIND	State of Indiana	503	Office Furniture	N	Depreciate	N
18	STIND	State of Indiana	505	Automobiles	N	Depreciate	N
19	STIND	State of Indiana	506	Station Wagons and Carry Alls	N	Depreciate	N
20	STIND	State of Indiana	507	Pick-Up Trucks	N	Depreciate	N
21	STIND	State of Indiana	508	Medium and Heavy Trucks	N	Depreciate	N
22	STIND	State of Indiana	509	Graders	N	Depreciate	N
23	STIND	State of Indiana	510	Movers	N	Depreciate	N
24	STIND	State of Indiana	511	Transportation Equipment	N	Depreciate	N
25	STIND	State of Indiana	512	Snow Plows and Snow Equipment	N	Depreciate	N
26	STIND	State of Indiana	513	Construction & Eng Equipment	N	Depreciate	N
27	STIND	State of Indiana	514	Building and Plant	N	Depreciate	N
28	STIND	State of Indiana	515	Manufacturing Equipment	N	Depreciate	N
29	STIND	State of Indiana	516	Design and Location Eng Equpmt	N	Depreciate	N
30	STIND	State of Indiana	517	Engineering and Testing Equpmt	N	Depreciate	N

AMSC27